

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100072-7

REPORTS INVENTORY					CONTROL NO. DDS/OF-066									
PREPARE IN DUPLICATE														
1. TITLE OF REPORT (If a fill-in report include Form No.) Parking Payment Register (Form no. 2749)					2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;"><input checked="" type="checkbox"/> STATISTICAL</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> NARRATIVE</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> MACHINE-NAME LISTING</td> </tr> </table>		<input checked="" type="checkbox"/> STATISTICAL	<input type="checkbox"/> NARRATIVE	<input type="checkbox"/> MACHINE-NAME LISTING					
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3. FUNCTIONAL AREA		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>PERSONNEL</td> <td>TRAINING</td> </tr> <tr> <td>LOGISTICS</td> <td>SECURITY</td> </tr> <tr> <td>MEDICAL</td> <td>FINANCE</td> </tr> </table>		PERSONNEL	TRAINING	LOGISTICS	SECURITY	MEDICAL	FINANCE	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>ADMIN. GENERAL</td> </tr> <tr> <td>OTHER (specify) X Bldg. Management</td> </tr> </table>			ADMIN. GENERAL	OTHER (specify) X Bldg. Management
PERSONNEL	TRAINING													
LOGISTICS	SECURITY													
MEDICAL	FINANCE													
ADMIN. GENERAL														
OTHER (specify) X Bldg. Management														
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 2										
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td>X NO</td> <td></td> </tr> </table>		YES	IF YES GIVE ADP PROCESSING NO.	X NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Requested by Bldg. Management						
YES	IF YES GIVE ADP PROCESSING NO.													
X NO														
10. PREPARING COMPONENT (include lowest level contributing information to report) Individual - secretary				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)										
12. COST FACTORS														
A. MANUAL PREPARATION AND REVIEW COSTS														
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR								
GS-05	\$3.25		1	=	\$3.25	12 \$39.00								
B. COSTS OF COMPUTER PRODUCED REPORTS														
TOTAL COSTS PER YEAR						\$39.00								
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Necessary in this pay-as-you-go parking era we are in.														
14. FUTURE GOALS														
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS									
					MAN-HOURS	DOLLARS								
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100072-7				18. EXTENSION								